

WITNESS DETAILS (if applicable)

Name: _____

Address: _____

Contact Number: _____ Email: _____

Please lodge this form to a relevant member of staff or:

Email: boardsecretary@rgs.qld.edu.au

Post: Karryn Johnson – Board Secretary
The Rockhampton Grammar School
53-89 Agnes Street
THE RANGE QLD 4700

OFFICE USE ONLY

Date complaint made: _____ Reference No: _____

Received By: _____ Date: _____

ACTION TAKEN OR REQUIRED TO INVESTIGATE COMPLAINT:

OUTCOME OF THE COMPLAINT:

CORRECTIVE ACTIONS:

Date Finalised:

By: